



Corps Network Education Award Program

Partial Award Form

Member Name & ID # (print): _____

Note: In order to be eligible for a pro-rated award the member must have successfully completed at least 15% of their term.

The above mentioned AmeriCorps member qualifies for a partial/pro-rated education award because of the following compelling circumstance. Member is leaving early for:

- ☐ **Meaningful Employment** based on the skills learned in the Corps or promotion within the Corps
- ☐ Letter from new employer has been put in the member's file
Name of new employer: _____
- ☐ **Disability** - note from doctor explaining why the member can no longer perform their service per their job description/assigned duties should be kept in file along with this form.
- ☐ **Medical Issue** - note from doctor explaining why the member can no longer perform their service per their job description/assigned duties should be kept in file along with this form.
- ☐ **Military service obligations** - letter or other official document with the start date of the military service Partial Award Form.
- ☐ **Member's Family -**
- ☐ **Disability**
- ☐ **Serious illness**
- ☐ **Death** (of an immediate family member) – requires note from a doctor, clergy or other person specifying that the member is unable to continue their term of service.
Explain: _____
- ☐ **Conditions attributable to the program or otherwise unforeseeable and beyond the member's control such as:**
- ☐ relocation of a spouse and no AmeriCorps program at that location for transfer
- ☐ non-renewal or premature closing of a Corps project or program, that make completing a term unreasonably difficult or impossible
Explain: _____
- ☐ **Other Compelling Reasons:**
Explain: _____

All Sites must obtain HQ approval before granting a member a partial award.
By signing this form I verify the accuracy of the information provided for a partial award.

Member Signature

Date

Supervisor Signature (as Witness)

Date



What Documentation is required for a Member to Receive a Partial AmeriCorps Ed Award through The Corps Network?

In order to be eligible for a pro-rated award the member must have successfully completed at least 15% of the term.

1. Situation: A Member is ending their term of service/exiting early for **meaningful employment** based on the skills learned in the Corps or promotion within the Corps.

Requirement:

Name of new employer - Preferably a letter on the company's letterhead or email from the company but the name of the employer may be written on the Partial Award form if a confirmation letter is not possible.

2. Situation: A Member is ending their term of service/exiting early due to **illness or injury or disability**. The member may have been suspended with the intention of returning but circumstances prevented their return so the subgrantee would reinstate the member and exit them right away.

Requirement:

A note from a doctor specifying that the member is incapable of continuing their term of service. It does not have to specify the illness/ailment/condition due to privacy issues but it should clearly address why the member cannot continue based on the member's job description and new limitations. This should also be noted on the Partial Award Form.

3. Situation: A Member is ending their term of service/exiting early for **military service**.

Requirement:

Provide letter or other official document and note date military service will begin on the Partial Award Form.

4. Situation: A Member is ending their term of service/exiting early for **conditions attributable to the program or otherwise unforeseeable and beyond the member's control** such as relocation of a spouse and no AmeriCorps program at that location for transfer or non-renewal or premature closing of a Corps project or program, that make completing a term unreasonably difficult or impossible.

Requirement:

Note from the Corps, new employer of spouse, or other documentation that would address the specific situation and completing the Partial Award Form.

5. Situation: A Member is ending their term of service/exiting early due to **unforeseeable family issues beyond the member's control** such as disability, serious illness, death of spouse, child or other immediate family.

Requirement:

A note from a doctor, clergy or other person specifying that the member is unable to continue their term of service. This should also be noted on the Partial Award Form.